

SECTION 2 - ITEM IDENTIFICATION

SUBSECTION 21- PURPOSE

The purpose of this section is to furnish policy/procedural guidance covering the maintenance of a uniform catalog system with regard to item identification.

SUBSECTION 22 - SCOPE

The policy /procedure guidance contained herein applies to all activities participating in the Federal Catalog System.

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231.01 Item Identification - An item identification is a collection and compilation of data to describe an item. The data to develop an item identification are:

a. A combination of the following:

(1) Item Name

(2) Federal Supply Code for Manufacturers (FSCM)

(3) Manufacturers' Identifying Part/Reference Number: The primary number used to identify an item of production, or a range of items of production, by the manufacturer (Individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of an item by means of its engineering drawings, specifications, and inspection requirements. Included are manufacturers' part, drawing, model, type, source-controlling numbers, specification-controlling numbers, the manufacturer's trade name when the manufacturer identifies the item by trade name only, specification of standard part, drawing, or type numbers.

(4) Reference Number Category Code (RNCC) - A code designating the relationship of the reference number to the item of supply.

(5) Reference Number Variation Code (RNVC) -A code indicating that a cited reference number is or is not item identifying, or is for information only.

or,

b. The item name and physical and performance characteristics data of the item prescribed by a specific Federal Item Identification Guide (FIIG). It may or may not include the manufacturers' identifying number.

231.02 Principles of Item Identification

a. Meaning of Item Identification. Under the Federal Catalog System the concept of each item of supply is expressed in, and fixed by, an item identification. The item identification will consist of the minimum data required to establish, directly or indirectly, the essential characteristics of the item which give the item its unique character and make it what it is, and to differentiate it from every other item of supply used by the Federal Government.

(1) Because item identifications originate within any department or agency thereof, and because each expressed characteristic tends to differentiate item identifications, the need arises for determining when different item identifications actually apply to the same item of supply. Each item identification therefore must consist of sufficient characteristics

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essential to reveal potential identity among item identifications applying to the same item of supply.

(2) The principles and methods of item identification established herein have been so developed that each item identification will be adequate for effective use in whole or in part, in the functions of supply, as applicable, including determination of requirements, design, procurement, production, distribution, redistribution, maintenance, and disposal of materiel.

b. Item of Supply and Item of Production

(1) Explanation.

(a) An Item of Supply may be:

1. A single item of production.

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2. Two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use.

3. More meticulous (a selection of closer tolerance, specific characteristics, finer **quality**) than the normal item of production.

4. A modification (accomplished by the user or by request of the user) of a normal item of production.

(b) An item of production consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.

(2) Determination

(a) Each government activity shall determine, and be able to justify its items of supply in terms of technical considerations and its logistics responsibilities. In accordance with this principle, an activity shall define its items of supply in the broadest possible terms that will assure identification consistent with the requirements of its logistics responsibilities.

(b) because of the item-of-supply principle, item-of-supply concepts covering closely related items may exist at different levels of detail or tolerance, according to the number and nature of the characteristics included in the concepts. In this situation the broader item of supply may overlap the narrower item of supply in terms of the range of the pieces or objects covered by each. Each such different item of supply, the broader and the narrower, is assigned a separate National Stock Number in the Federal Catalog System.

(3) Basis for identification

(a) The identification and differentiation of an item of supply rests on the characteristics inherent in the concept of the item. The particular characteristics appropriate to a particular concept can be disclosed only by technical research, which therefore serves as the foundation for the process of item identification.

(b) The characteristics of an item of supply are basically of two kinds:

1 Physical characteristics, consisting of everything that enters into the make up of the item, such as its structure, its material content, its chemical composition, electrical data, dimensions, and the formation or arrangement of its parts, the principles of operation, and the like.

2 Performance characteristics, consisting of the special or peculiar kind of action or service provided by, and expected of, the item by virtue of its physical characteristics.

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231 .03 Promulgation and Utilization of Item Identifications

a. Publication and Distribution of Federal Item Identifications (FIIs). Descriptive Method (Type 1, 1A, 1B, 4, 4A, 4B) and Reference Method (Type 2) FIIs are published and distributed to Government activities and may also be distributed to industry under the conditions stated in paragraph 132.04.

b. Use of FIIs

(1) FIIs are promulgated to the various Government activities as the Federal catalog data to be used to serve the following:

(a) A medium to be used as a standard language or terminology understandable and usable throughout the Federal Government in all of the various functions of supply management, including determination of requirements, procurement, production, distribution, redistribution, maintenance, and disposal of materiel.

(b) As an aid in establishing equivalency and substitutability between items of supply.

(c) As an aid in the reduction, through the elimination of duplicate item identifications, of the number of items procured, stored, and issued.

(d) As the basis for effective cross servicing.

(e) As a tool for industrial mobilization planning and for industrial mobilization.

(f) As the basic source of catalog data to be used in the preparation of any document or publication disseminating catalog data. (Any activity may add whatever data is required solely for its own use, provided that the item of supply concept expressed by the FII is not changed thereby).

(2) portions of a FII may be extracted as deemed appropriate to meet the needs of the particular use to which it is put, and the sequence of the data may be varied to the extent deemed most effective for that use, provided that extraction and rearrangement does not have the effect of altering the item of supply concept expressed by the FII. Similarly, certain terms, symbols, and abbreviations, which normally consist of or contain lower case letters appear in FIIs in upper case letters due to the method of transmission. Such data, when used in activity catalogs, manuals, allowance lists, and other publications, may be converted from upper case to lower case letters in order to conform with standard practice and usage.

231.04 National Item identification Numbers (NIINs)

a. Definition and Purpose. The NIIN is a series of nine Arabic numerals written, typed, or printed as follows: two digits, hyphen, three digits, hyphen, four digits (00-123-4567), requiring eleven spaces. The NIIN differentiates, concisely and permanently, each individual supply item from all other items of supply. It is semiautomatic in character in that the first two digits signify the National Codification Bureau (NCB) which assigned the NIIN. The last seven digits are significant and do not identify an individual supply item as the seven digit group is repeated for each NCB code, i.e., 00-123-4567; 01-123-4567.

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b. Output Configuration on Automatic Data Processing Equipment (ADPE). When the NIIN is used in mechanized records It may be entered without hyphens. but shall be printed on Electric Accounting Machine(EAM) listings and tabulations as two digits, hyphen, three digits, hyphen, four digits (00-123-4567). When a hyphen symbol is not available, the NIIN shall be printed two digits, space, three digits, space, four digits (00 123 4567).

c. Assignment Authority. NIINs shall be assigned by the Directorate of Item Identification, Defense Logistics Services Center (DLSC) and the NCBs of the participating countries.

d. Permanence of Numbers. A NIIN assigned to a FII canceled in accordance with the conditions stated in 233, subparagraph 233.06b(1), (2) and (5), shall not be reassigned to another item of supply.

e. Use of NCB Codes. National Stock Numbers (NSNs) having NCB codes other than 00 and 01, which are assigned to the United States, may be used by U.S. Government activities.

231.05 Manufacturers' Data

The manufacturers' data (e.g. , reference/drawing numbers, part names, characteristic/descriptive data) is most essential for proper item identification. All participants in the Federal Catalog System shall ensure that a comprehensive and up-to-date compilation of manufacturers' data is maintained in order to support"" the principles and requirements of all the logistics functions dependent on cataloging.

231.06 National Stock Number (NSN)

The NSN for an item of supply consists of the applicable four digit class code number from the Federal Supply Classification (FSC), plus the applicable nine digit NIIN. *

231.07 Definition and Relationship of the NSN to the Permanent System Control Number (PSCN).

a. Definition. The PSCN is a unique control number assigned by the" DLSC in the functional program area of standardization to enable establishment and mechanized processing of data associated with an item which does not qualify for assignment of a NSN. The first position of the last seven digits of a PSCN indicates the functional area for which the PSCN was obtained; P for standardization. The PSCN structure consists of the proper FSC followed by the NCB code, three alpha and four numeric characters, (e.g., 4730-01-PAA-4577 (standardization PSCN)).

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b. Relationship. A PSCN, as defined above, shall never be assigned to an item identification to which a NSN has been assigned. In addition, the PSCN shall be removed from records to which a NSN has been subsequently assigned to the same item identification since only one number may be used to stock number an item in accordance with Public Law and that number shall be the NSN.

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232.01 Basic Tools for Preparation of Item 'Identifications are the following:

- a. Format of the Reference Number.
- b. Cataloging Handbook H6, Federal Item Name Directory for Supply Cataloging.
- c. Cataloging Handbook H2, Federal Supply Classification (see Section 3 of this manual).
- d. Federal Item Identification Guides (FIIGs).

(1) Basic FIIG. A comprehensive document used to govern the collection of physical and performance characteristics (and characteristics data to support other logistics functions) for each descriptive item that is entered into the Central Catalog File data base. A basic FIIG is identified by the prefix "A" or "T". *

(2) Miscellaneous FIIG. A general purpose document providing a means for describing items not contained in a specific basic FIIG because of a low population, new commodity areas, or not having an Approved Item Name. *

- e. Cataloging Handbook H4, Federal Supply Code for Manufacturers.

(1) When a Government activity controls the design of the item of production, the manufacturer's code shall be in accordance with the applicable entry in this handbook identified by a "G" to indicate "U.S. Government". Select the code number of the lowest echelon Government activity which controls the design.

(2) When the activity controls the manufacture or design of an item of production and is not listed in this handbook, a request for FSCM assignment, including the exact corporate/organizational name and address together with a statement of the manufacturer's products, shall be directed to the Directorate of Item Identification, Defense Logistics Services Center, Battle Creek, Michigan 49016. Requests shall be submitted in accordance with the DIDS Procedures Manual.

- f. The DIDS Procedures Manual (DoD 4100.39-M) as relates to preparation of item identifications.

232.02 Principles for Names

a. The selection or development of a single name for an item of supply provides a common language for materiel management operations and shall be the first step in the identification of an item of supply. The name of an item of supply may be:

(1) An Approved Item Name - the name which is selected (approved by the Directorate of Item Identification, DLSC, as the official designation for an

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item of supply) and delimited where necessary, to establish a basic concept of the item of supply to which the item belongs and with which it should be compared. It may be a basic name, or a basic name followed by those modifiers necessary to differentiate between item concepts having the same basic name. Approved Item Names, basic names, and colloquial names are published in Cataloging Handbook H6. When two or more names are applicable to an item, the name which is most commonly used by the Government and industry shall be selected as the item name, and the other name(s) shall be cross-indexed to the selected name.

(2) A part name - (i.e., a name applied by a Government activity(ies) or by a manufacturer when no approved item name exists). Part names are not restricted to the number of modifiers and shall be used in preparing Reference and Partial Descriptive Method Item Identifications when an Approved Item Name is not applicable. Since identification under the Reference Method is based primarily upon the name of the manufacturer and his item identifying number and not on the name of the item, a part name may be used to express different item concepts, or different part names may be used to express the same item concept. When such duplications are revealed, steps shall be taken to establish a single item name for each different item concept.

(3) A colloquial name - (i.e., any name other than the Approved Item Name, that has been used for an item of supply for which an Approved Item Name has been developed). When referencing a colloquial name which may be applicable to more than one Approved Item Name, the reference may be to a basic noun followed in parenthesis by the phrase "as modified" or to each of the approved item names listed successively after the colloquial name.

(4) Basic name - is either a basic noun word (i.e., a single noun, or hyphenated noun word, which establishes the basic concept of an item, such as "CHAIR", "TOOTHBRUSH") or a noun phrase (i.e., a group of the minimum number of words which establish a basic concept of an item when no single noun is adequate, such as "SEWING MACHINE", "CHART BOARD"). A basic name shall be used as follows:

(a) As an item name only when it establishes a single concept of an item.

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(b) As the **first** word or group of words in an item name, followed in inverted **sequence** by the **least** number of modifiers necessary to establish a **single** concept of, **the** item.

(c) When an item name uses a **basic** name as a part of the name, the definition of the **basic** name must be examined to insure that the concept of the basic name does not conflict with the concept of the entire item name. If a new concept **is** expressed, a separate and distinct definition for the **basic** name shall **be** developed.

b. Selection of the proper basic name (either a single or hyphenated noun word, e. g., "**CHAIR**", "RECORDER-REPRODUCER" or a basic noun phrase, e.g., "SEWING MACHINE") **is** of prime importance in the development of an item name. In selecting a basic name for an item, the first consideration is to **answer** the question "What **is** it?" in the most specific fashion. The most specific name for an item is always preferred to a general name (e. g., "MIRROR" **is** preferable to "LOOKING GLASS", "INK" **is** preferable to "WRITING FLUID").

c. Use of Names

(1) Approved Item Names are required in preparation of all item identifications, except Partial Descriptive Method Item Identifications using FIIC A239 (Miscellaneous Items) and Type 2 Reference Method Item Identification which require an Approved Item Name when available; otherwise a part name may be used.

(2) Part names are used in preparation of reference method item identifications when no Approved Item Name is applicable.

(3) Inverted nomenclature, in which the order of words in a name is reversed, shall be used in the Federal Catalog System for item names. This method has the advantage of bringing like items together in an alphabetical listing of item names.

(4) A basic name modifier, which is a single word, hyphenated word, or group of words, shall be used to express the degree of differentiation necessary to restrict the area established by a basic name (multiconcept names, or basic names with related concepts) to a single concept of an item.

Example 5: SAW, HAND, CROSSCUT
CAMERA , MOTION PICTURE

(5) Item names form the basis for developing the FSC structure and the commodity area concept of the FIIC; the FSC structure groups like items together for management purposes, the FIIC structure groups like items together for identification purposes. As such, item name actions shall be collaborated with the activity responsible for the FIIC and with the item manager(s) responsible for the items in the affected FSC(s).

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d. Delimitations. Delimitation, In **cataloging**, is the demarcation of item of **supply** concepts inherent in **basic** names and item names in order to **distinguish** between **different item** concepts in the same name or between similar item of **supply** concepts in different names, An **item** of supply **delimitation** is required for:

(1) Each **basic** name **which** conveys **more** than one item of **supply** concept, in order to clearly establish a **single** concept.

(2) Each **basic** or **item** name **which** conveys **an item** of supply concept which may be confused with the concept conveyed by another **basic** name or **item** name, in order to differentiate between the concepts.

e. Common Usage. When two or more names are applicable to an item, that name which is most commonly used by the Government and industry shall be selected as the item name, and the other name(s) shall be cross-indexed to the selected name.

232.03 Federal Supply Code for Manufacturer (FSCM)

a. Any reference number entered into the Federal Catalog System will have a **FSCM assigned** to the manufacturer prior to entering the manufacturer's part/reference number into the Central Catalog File. The **FSCM** is a **5-digit** number assigned to establishments which are manufacturers or have design control of items of supply **procured** by agencies of the Federal Government.

b. Under certain conditions resulting from a change(s) in a manufacturer's status, revision actions shall be initiated by the **DLSC**. These conditions are:

(1) When a **FSCM** is canceled and replaced by a code assigned to a **single** manufacturer.

(2) When an organization has been acquired by two or more currently active organizations, or has sold the assets of one or more of its divisions and **DLSC** can determine, without collaboration, which **part-numbered items** formerly manufactured by the defunct organization are now manufactured by the **acquiring organizations**.

c. Where the applicable **FSCM** cannot be determined under the conditions cited in subparagraph **232.03b**, recorded cataloging activities shall initiate appropriate action to update the Central Catalog File.

d. **DLSC** will not cancel a **FSCM** until all numbers of that manufacturer have been withdrawn.

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232.04 Logistic Reference Numbers

a. Identification. Logistic Reference Numbers shall be suitable for identification when used in the Federal Catalog System and shall be capable of electrical transmission and machine processing.

b. Configuration and Format. Logistic Reference Numbers shall be configured and formatted exactly as provided by the manufacturer or by the design control activity in order to achieve compatibility between logistics and engineering reference number data and between Federal Catalog System records and industrial records.

c. Submittals. All Logistic Reference Numbers submitted for stock number assignment, additions to existing items and revisions to recorded references (except North Atlantic Treaty Organization (NATO) which are covered by an exceptional agreement) shall be submitted as originally configured by the manufacturer or design control activity and within the DIDS participants standards of feasibility for communication and processing. Limitation of formatting Logistic Reference Numbers regarding this dual capability are detailed as rules in the DIDS Procedures Manual.

d. Search and Interrogation. Logistic Reference Numbers submitted for search or interrogation processing shall be formatted "in the clear" whenever possible. Logistic Reference Numbers not formatted "in the clear" which were previously used in the Federal Catalog System, may be input as previously formatted.

e. FSCM Requirement. Logistic Reference Numbers entered into the Central Catalog File shall be that of the manufacturer(s) represented by the FSCM(s) contained in the submittal. *

232.05 Federal Item Identification Guides (FIIGs)

a. Concept. FIIGs provide for the establishment and support of a mechanized I-S data system capable of supporting logistics functions with item related technical and management data. The overall concept provides for:

(1) Identifying an item of supply by those characteristics necessary to differentiate it from any other item of supply and establishing a means to encode the characteristic replies for input to the Central Catalog File.

(2) Establishing a comprehensive data base for those logistics functions which have need for the data.

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(3) The ability to process and compare the encoded data by machine.

(4) Screening of FIIs to determine if an actual or possible duplicate item has been entered into the supply system. Using the FIIG for guidance, item related data may be submitted to the data bank for screening against previously recorded data for the purpose of searching the data bank for like items. Candidate items will be screened to the maximum extent possible for reference number or characteristics in either parametric or nonparametric screening.

(5) A centralized file for simplified maintenance of the data.

(6) Criteria for determination of equivalency and substitutability through screening of individual characteristics.

b. Objectives

- * (1) To establish a **single** logistic characteristics record in a machine sensible format for each item of supply, capable of expeditious retrieval. The resulting records will be contained in the Central Catalog File.
- * (2) To screen candidate FIIs against previously recorded data To detect **duplications**. For input data which does not match the existing record, including **existing reference numbers**, and is not within the FIIG data range criteria, a new item record will be established and a new NSN will be assigned.
- * (3) To screen against previously recorded data for the purpose of searching the data bank for like items.
- * (4) To collect, maintain, and disseminate item logistic data for the support of multiple logistic functions (e.g., provisioning, cataloging, procurement, standardization, item entry control, inventory control, maintenance, "preservation, packaging, transportation, warehousing, excess redistribution, surplus disposal, etc.).

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232.06 Military Standard Item Characteristics Coding Structure (MILSTICCS)
Utilization

a. General Instructions on MILSTICCS Utilization. MILSTICCS shall be * the coding structure used to code FIIG data for item identification, transmission, storage and processing. DLSC shall assign all MILSTICCS Codes used in the final published document.

b. Use of MILSTICCS Operating Manual. All terms, rules, and procedures * in the MILSTICCS manual are to be followed. except when the MILSTICCS manual and the DIDS Procedures Manual are in conflict, then provisions of the DIDS Procedures manual shall govern. The various rules and exceptions are further amplified in the DIDS Procedures Manual.

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233.01 Methods of Item Identification.

a. Two methods of item identification. Two methods have been established for accomplishing the process of item identification under the **Federal Catalog System**; the descriptive method and the reference method. The **Full Descriptive Method is the preferred method.**

(1) Descriptive method of item identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of a NSN as specified in Section 111 of the specific FIIG.

(a) The **Full Descriptive Method (FDM)** technique of item identification is a Type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply. A **Partial Descriptive Method (PDM)** of item identification is a Type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for a FDM.

(b) When the item of supply concept is limited to a single item of production, data are added to identify the manufacturer who controls the design, characteristics, and production of the item. This consists of the manufacturer's code, reference number, RNCC and RNVC.

1. When the manufacturer's number fully identifies the item of production, the resulting item identification is a Type 1A or, if not fully described, a Type 4A.

2. When the manufacturer's number does not fully identify the item of production, because the item of production contains a feature not inherent in the manufacturer's number, or when the manufacturer's number covers a range of items of production, minimum characteristics are added to the manufacturer's data to completely identify the item and to differentiate it from all other items of production having the same manufacturer's number. The resulting item identification is a Type 1B (full descriptive-reference-descriptive) or, if not fully described a Type 4B.

(2) Reference method of item identification. The reference method of item identification establishes and delimits the concept of an item of supply by reference(c) to the item identifying number(s) of one or more manufacturer's, denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not directly delineated in the item identification but can be verified by research of the data represented by the manufacturer's(s') item identifying number(s). The end product of the pure reference method is a type 2 item identification.

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b. Purposes of descriptive method of item identification. The purposes of the descriptive method of item identification are to:

(1) **Establish** the identity of an **item** of **supply** and to differentiate it from **every** other item of **supply** by characteristics.

(2) Facilitate physical identification. Under the **full** descriptive method, **the** characteristics of **an** object **can be compared** with **the characteristics** of the item of supply **as** delineated by **the item** identification (full descriptive). **If** the object possesses **all** the characteristics of the full descriptive **identification**, it **can** be recognized **as** being that item. The available **characteristics** of the partial **descriptive item** identification of an object can be compared with the **characteristics** of the item of supply and may or may not be recognized **as** being that item.

(3) **Permit** comparison of related items by the available characteristics **included in** their respective identifications, in order to determine the **degree** of similarity and difference which exist **among** these items, thus permitting:

(a) Selection of the best item for the intended use.

(b) **Assignment of** Individual items to appropriate **classes** of the Federal Supply Classification.

(c) Disclosure and selection of groups of items for **which** standardization **may** be practicable.

(d) The ability to group items to serve the needs of **multiple logistics** functions.

c. Purposes of reference method of item identification. The **purposes** of the reference method of item identification **are** to:

(1) **Establish** the identity of an item of **supply** and to differentiate it from **every** other item of supply by reference number(s).

(2) **Provide** basis for comparison of related items of **supply** by means of the manufacturer's **code**, reference **number**, **RNCC** and **RNVC**.

233.02 Types of Item Identification.

a. Seven Types of Item Identifications. The **descriptive** and reference **methods** of **item** identification produce **seven** types of **item identifications** ranked in order of desirability:

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(1) Descriptive method of item identification.

- (a) **Type 1** (full descriptive) item identification.
- (b) **Type 1A** (full **descriptive-ref erence**) item **identif ication**.
- (c) **Type 1B** (full descriptive-reference-descriptive) **item** identifi-
cation.
- (d) **Type 4** (partial descriptive) item identification.
- (e) **Type 4A** (partial descriptive-reference) item identification.
- (f) **Type 4B** (partial descriptive-reference-descriptive) item
identification.

(2) Reference method of item identification. **Type 2 (reference) item
identification.**

b. Definitions and determination of appropriate type of item identification.
Maximum use of the **Full Descriptive Method** of item identification shall **be made in**
preparing item identifications submitted for NSN assignment.

-- (1) **Type 1 (full descriptive) item identification.** A **Type 1** item identi-
fication shall be prepared when the item of supply concept is or is not limited to
a single item of production and can be identified on the basis of the **descriptive**
characteristic alone. The **Type 1** item identification delineates the **essential**
characteristics of the item of supply by use of the following kinds of identifica-
tion data:

(a) The **Approved Item Name** is the first element in each **Type 1 item
Identification**. Because the item name connotes certain basic characteristics of the
Item which it covers, it serves to initiate the delineation of the **characteristics**
of the item of supply in the item identification.

(b) Description of the characteristics of the item of supply by a
series of statements in words or numerals ordinarily forms the major kind of identi-
fication data used in each **Type 1** item Identification. Such description continues the
delineation of the characteristics of the item initiated by the item name, and pro-
gressively, with the enumeration of each **successive** characteristic, differentiates
between items covered by the same item name. When it is not feasible to delineate
all **essential characteristics** of the item in the description, the description may be

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augmented to indicate additional characteristics by the citation of particular documents or other sources of data descriptive of the item of supply. Approved sources to which citations may be made are Government and manufacturers' specifications or standards. It is essential that all citations be to documents which are available for distribution throughout the Government or for purchase through the Superintendent of Documents, U.S. Government Printing Office, or which are recognized within the industry and are generally available.

(c) Illustration of the item of supply (or features thereof) when required as a supplement to, or as a substitute for, the description of certain characteristics, is a third kind of identification data used in a descriptive type item identification,

(2) Type 1A (full descriptive-reference) item identification. The Type 1A item identification delineates essential characteristics of the item of supply in the same manner and to the same extent as for a comparable Type 1 item identification, but it limits the item of supply to a single item of production by a reference to the manufacturer of the single item of production and to his item identifying number. The Type 1A item identification combines the data required for a Type 1 item identification with the data required for a Type 2 (reference) item identification representing a single item of production. A type 1A item identification shall be prepared when the manufacturer's part/reference number is item identifying for the single item of production.

(3) Type 1B (full descriptive-reference-descriptive) item identification. The Type 1B item identification delineates essential characteristics of the item of supply in the same manner and to the same extent as for a comparable Type 1A item identification, but completes the identification of the item of production by a statement of those minimum characteristics required to differentiate the item of production, from other items of production having the same manufacturer's number. A Type 1B item identification shall be prepared when the item of supply contains a feature not inherent in the manufacturer's identifying number.

(4) Type 4 (partial descriptive) item identification. A Type 4 shall be prepared to record all available descriptive data needed to support logistics functions used for other than characteristics item differentiation. The Type 4 item identification reflects the Type 1 concept in that the item of supply is not restricted to a single item of production. The minimum description is a reply to PAC NAME and a positive reply to one additional requirement PAC from either Section I or Section 111. of a FIIG. The maximum description is one reply less than a full description, as indicated in the Applicability Key Index for Section I and Appendix B. The item identification data submitted includes an item identifying reference number.

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(5) Type 4A (partial descriptive-reference) item identification. A Type 4A shall be prepared to record all available descriptive data needed to support logistics functions that use the data for other than characteristics item differentiation. The Type 4A item identification reflects the Type 1A concept in that the item of supply is limited to a single item of production. The minimum and maximum descriptive requirements are the same as for a Type 4.

(6) Type 4B (partial descriptive-reference-descriptive) item identification. A Type 4B shall be prepared to record all available descriptive data needed to support logistics functions that use the data for other than characteristics item differentiation. The Type 4B item identification reflects the Type 1B concept in that the item of supply is limited to a single item of production but the manufacturer's number assigned is not completely item identifying. The minimum and maximum descriptive requirements as for a Type 4 also apply to a Type 4B.

(7) Type 2 (reference) item identification. A Type 2 item identification shall be prepared only when the item of supply cannot be identified by the descriptive method. It reflects:

(a) The manufacturer or manufacturers of the item or items of production as specifically related to the manufacturers item identifying number or numbers and RNCC and WC.

(b) The item name. The name is the title by which the item is known or designated and shall be the Approved Item Name when one exists. When an Approved Item Name does not exist, it may be the name applied to the item by a Government activity or by a manufacturer.

233.03 Preparation, Maintenance, and Processing of Item Identifications

a. Preparation and Processing. Item identifications shall be prepared and processed in accordance with the DIDS Procedures Manual.

b. Collaboration/Coordination. Collaboration/coordination of item identification(s) shall be in accordance with policies enunciated in paragraph 431.11 and the DIDS Procedures Manual.

c. Submittal of Item Identifications

(1) Prior to NIIN assignment, all reference numbers known to be associated with an item of supply to be identified, including all specification and standard numbers, shall be submitted as a part of the proposed item identification. For those items not having reference numbers (e.g., commercially available, low volume, subsistence items not requiring specifications; raw materials; drugs and therapeutic devices) a fully descriptive type of item identification shall be prepared.

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(2) Subsequent to NIIN assignment, all identification data including characteristics and reference numbers known to be associated with an item of supply identified by a NIIN shall be submitted by all activities having interest in the FII.

d. Withdrawal of Item Identification Data. Upon determination that the identification data including the characteristics or reference number(s) are no longer applicable to an item of supply, the data shall be withdrawn. However, the last known reference number shall not be withdrawn from the Central Catalog File.

e. Change of Item Identification Data. Upon determination that the identification data, including the characteristics or reference number(s) previously submitted are inaccurate, the data shall be changed in the Central Catalog File.

f. Submittal of User Data. Each activity exercising cataloging and/or inventory responsibilities shall advise the DLSC of its use of a FII by submitting to DLSC a notice to record that activity as a user of each FII representing an item of supply in the activity's logistics system.

g. Withdrawal of User Data. Each activity recorded as a user of a FII upon determination that the item of supply represented by the FII is no longer used in its logistics system shall advise DLSC to withdraw its user interest.

233.04 Revision of Item Identifications

Item identification(s) in the Federal Catalog System shall be maintained by all participants and users of this system and its resulting products through the responsible Cataloging Activity. This includes all activities that prepare, use, or disseminate catalog data.

* a. Authority and Method for Revision. The revision of a FII, including
* the addition, deletion, or change of identification data, shall be proposed by
* an activity upon its own initiative or by DLSC. These revisions shall be
* coordinated/collaborated as specified in Chapter 4, Subsection 43, paragraph
431.11 of this manual. When a FII is revised, the NIIN shall be retained (the
entire NSN will be retained provided the FSC does not change in the process,
see paragraph 233.08).

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b. Restrictions on Revision

CH 5 ← (1) If the Central Catalog File contains an "in the clear" reference number it shall ^{not} be deleted and replaced by a modification of that number. *

(2) When a proposed revision of an FII is processed by DLSC and a condition of duplication of FIIs is revealed, the revision shall not be approved and DLSC shall advise the activity of the potential duplication of FIIs.

c. Conditions for Revisions. FIIs shall be revised when:

(1) The FII does not clearly and adequately establish the identity of an item of supply and no applicable FII exists, which occurs when:

(a) The language of one or more replies is inaccurate, incomplete, obscure, or ambiguous as to the characteristic(s) of the item of supply.

(b) A conflict exists between the characteristics indicated by different replies contained within the FII or

(c) The manufacturer's data is inaccurate (e.g., the FSCM, manufacturer's reference number, RNCC, RNVC).

(2) The FII does not cite a specification or standard and it has been determined that a specification or standard is applicable, or when the FII does not cite a specification or standard, but such citation requires revision because of the consolidation of specifications or standards, the establishment of specifications or standards of higher priority, or the revision of specifications or standards.

(3) It is necessary to:

(a) Revise or correct the Approved Item Name or part name.

(b) Conform with a new or revised delimitation of the item name.

(4) The FII is not to be in accordance with the latest revision of the applicable FIIC and requires updating to permit proper screening, or when the language of the replies requires updating to the latest approved terminology.

(5) It is necessary to change a Type 1A, 4A, or 2 FII to a Type 1B or 4B FII because it has been determined that the manufacturer's number cited does not completely identify the item of supply.

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(6) A recorded using activity proposes an "item of supply" concept change, with the retention of the existing NIIN, and all other recorded using activities concur.

(7) It is determined that the number cited is not "the manufacturer's number", and revision of the item identification is required to cite the primary number of the manufacturer controlling the design of the item of production.

(8) It has been determined that an additional reference number is applicable to the FII.

(9) It has been determined that a reference number is no longer applicable to the FII.

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(10) It has been determined that a name related to a FII is **inaccurate.**

(11) It has been determined that a part name has been related to a Type 2, 4, 4A or 4B FII and that an Approved Item Name is applicable.

(12) It has been determined that an Approved Item Name related to a Type 2, 4, 4A or 4B FII is not applicable because the *item does not fall within the delimitation of the item name* and that, a part name must be used for the item name.

233.05 Transfer of a FII

The Full Descriptive Method of item identification is the preferred type of item identification. Although the transfer of an item identification is also a revision to a FII, it is separated from the policy for revision to a FII to provide special emphasis.

a. Authority and Method for Transfer. The transfer of a Type 2 FII to a Type 1, 1A, 1B, 4, 4A or 4B or any Type 4 to any Type 1 FII shall be effected by the Directorate of Item Identification, DLSC, or shall be proposed by an activity upon its own initiative or upon notification from the Directorate of Item Identification. When a FII transfers from a Type 2 to a Type 1, 1A, 1B, 4, 4A, or 4B, or any Type 4 to any Type 1, the NIIN shall also transfer (the entire NSN will transfer if the FSC class code number does not change in the process, see paragraph 233.08). Transfers shall be coordinated/collaborated under the rules contained in paragraph 431.11. *

b. Restriction on Transfer

The transfer of a Type 1, 1A, 1B, 4, 4A, or 4B FII to a Type 2 FII normally is not permitted. In exceptional circumstances, upon justification (written justification to DLSC or a FIIG Revision Data Base change), such transfer may be authorized by the Directorate of Item Identification, DLSC.

c. Conditions for Transfer

(1) A Type 2 FII shall be transferred to a Type 1, 1A, 1B, 4, 4A, or 4B FII when:

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(a) Descriptive method tools are available and are applicable to the item.

(b) When an Approved Item Name was available and the item name definition is deemed inadequate, and has been revised to utilize an existing FIIG.

(c) When an Approved Item Name was not available, a name has been developed and referenced to a new or existing FIIG.

NOTE : If the conditions stated in subparagraphs c(1)(b) and c(1)(c) above exist, a proposal for a new or revised item name shall be forwarded to DLSC and the item may be described using the Miscellaneous Items FIIG A239.

- * (2) A Type 2 FII shall be transferred to a Type 1B or 4B FII when the reference number(s) related to the Type 2 FII does not completely identify the item of supply.

233.06 Cancellation of a FII

a. Authority and Method for Cancellation. The cancellation of a FII may be effected by the Directorate of Item Identification, DLSC, or may be proposed by an activity upon its own initiative or upon notification from the Directorate of Item Identification, DLSC.

b. Restriction on Cancellation

(1) An FII shall not be cancelled as "cancel-inactive", "cancel-use" or "cancel-invalid" if the item standardization code denotes item is the replacement for one or more items not authorized for procurement.

(2) An FII shall not be cancelled as invalid when the item standardization code denotes item is not authorized for procurement and is referenced to a replacement NSN. Under this condition either the FII shall be cancelled to reflect that the replacement NSN shall be used (cancel-use) or the item record shall be changed to remove the standardization relationship.

c. Conditions for Cancellation. A FII shall only be cancelled when:

(1) Different FIIs, with the same NIIN depict two or more different item of supply concepts. (Cancel-Replace) .

(2) Two different FIIs, with different NIINs depict possible duplicate "item of supply" concepts, through coordination with responsible cataloging activities. (Cancel-Duplicate, see paragraph 431.04). Two different FIIs with different NIINs, depict actual duplicate items of supply (Cancel-Duplicate, see paragraph 431.05).

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(3) The FII, because of incomplete, conflicting, or erroneous data, does not clearly or adequately establish the identity of an item, or the item cannot be furnished by any known manufacturer, and the item for which it was intended is no longer in any supply system. (Cancel-Invalid/Nonprocurable.)

(4) The FII represents an item of supply no longer in any supply system, and has been in an inactive state (all users withdrawn) for at least 5 years.

(5) Two different FIIs, with different NIINs do not depict actual duplicate item of supply concepts, but using activities have indicated that one FII should be canceled to use (Cancel-Use) another FII.

NOTE : Cancellation of FIIs shall not in addition cause deletion of Catalog Management Data (CMD) unless the criteria of paragraphs 631.05b and 731.03d are met.

d. Priority for Cancellation. When two different FIIs with different NSNs, represent duplicate items of supply, one shall be canceled as a duplicate of the other in accordance with the priority listed in the DIDS Procedures Manual.

233.07 Reinstatement of a Canceled FII

a. Authority and Method for Reinstatement. The reinstatement of a FII may be effected by DLSC or may be proposed by an activity. When a canceled item identification is reinstated, the NIIN shall be retained (the entire NSN shall be retained, unless the FSC class code number is changed in the process).

b. Restriction on Reinstatement

(1) The reinstatement of a FII shall not be approved if the proposed reinstated item identification duplicates another FII.

(7.) A "Cancel-Inactive" or "Cancel-Invalid" item identification may be reinstated in a different FSC class, as a different type, or under a different item name than existed at the time of cancellation, provided that the proposed reinstated item identification represent the item of supply for which the NSN was originally obtained.

(3) Unless required to correct an erroneous action, a FII canceled under conditions set forth under subparagraph 233.06c(1), c(2) or c(5) shall not be reinstated. Request for reinstatement of erroneously cancelled FIIs must be mailed to the DLSC, Directorate of Item Identification, with all applicable segment data records and a letter of justification.

c. Condition for Reinstatement. A canceled FII shall be reinstated when an activity determines that it represents an item of supply currently active in its supply system.

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233.08 Revision of a FSC Class Code Number Assignment

a. Authority and Method for Revision. The revision of a FSC class code assigned to a FII may be effected by DLSC, or may be proposed by an activity upon its own initiative, or upon Instruction from the Directorate of Item Identification, DLSC. Proposed revisions of the FSC code number assigned to a FII shall be submitted to the Directorate of Item Identification for review and approval in accordance with the Item Identification section of the DIDS Procedures Manual.

b. Restriction on Revision. The FSC class code number assigned to a Type 1, IA, 1B, 4., 4A, or 4B FII shall not be revised under the conditions cited in subparagraph c(3), (4) and (5) below, except when collaboration with all using activities furnished adequate evidence to support such reclassification. The FSC class code number assigned to a Type 2 FII shall not be revised under any of the conditions cited below, except when collaborate ion with all using act ivities furnished adequate evidence to support such reclassification.

c. Conditions for Revision. Subject to the. **restriction stated above, the FSC class code number assigned. to a FII shall be revised:**

(1) When it is determined that the FSC class code number was incorrectly assigned because:

(a) The assigned code number is a nonexistent code number.

(b) The FSC structure authorized classification of the item represented by the FII in one single class only, and the assigned code number is other than the single authorized code number.

(c) The FSC structure authorizes classification of the item represented by the FII on the basis of application to its next higher classifiable assembly, and the assigned code number is other than the correct code number for the next higher classifiable assembly cited in reply to PAC ZZZV (FSC Application Data).

(2) When a change in the FSC structure makes the assigned FSC class code number incorrect.

(3) When the FSC class code number, assigned on the basis that the item was specially designed, is subsequently determined to be incorrect because the item is proved to have application to two or more different types of equipment, and is therefore appropriately classified as a "multiapplication" item in the class established for the multiapplication item.

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(4) **When** the FSC **class** code number was assigned on the basis of multiple application of the item to **two** or **more** different types of equipment, and **it is** subsequently determined that the **item is**, in fact, specially designed.

(5) When the **FSC** class code **number** was assigned on the basis of application of the item to one of its next higher assemblies, and the application is **subsequently determined** to have become obsolete, or less useful to the using activities than a FSC **class** code number assigned on the basis of application to a different higher assembly.

233.09 Quality Control/Quality Assurance

a. Purpose. In accordance with DoDD 4155.1, Quality Assurance, the **purpose** is to **assure** that **all** materiel including supplies and services and data obtained by or for the **DoD** Federal Catalog **System** (PCS) meet the following objectives:

(1) That FCS materiel, data, supplies and services conform to specified Federal Catalog Program requirements in this manual, the DIDS Functional Description, the DIDS Procedures, and the DoD Provisioning and Other Preprocurement Screening Manual.

(2) That specified requirements for FCS materiel, data, supplies and services are practical and enforceable.

(3) That FCS user dissatisfaction and **mission** ineffectiveness are prevented or eliminated.

b. Scope

(1) Quality Control. Each activity engaged in the preparation, submittal, processing and retention of cataloging data and mechanized inputs and outputs therefrom are participants in the Federal Catalog System and will be responsible for instituting quality control programs. Required quality levels will be established for each inspection step.

(2) Quality Assurance. A Quality Assurance Program (QAP) and procedures is an integral part of the administration and management of the Federal Catalog System. The overall objective of the QAP is to effectively achieve error free and timely data throughout the system, i.e., in data preparation, entry and retention in the Central Catalog File records, distribution and retention of data from that file. To reach this objective, it is necessary that the accuracy of the data is ascertained and verified through implementation of various quality assurance techniques in compliance with the Federal Catalog System requirements.

c. An understanding of terms is necessary in the effort to achieve goals approaching the objective:

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* (1) Quality. The composite of data, materiel and service attributes
* including performance.

* (2) Quality Control. That function of management relative to procedures ,
* inspection, edits, validation and verification necessary to ensure maintenance of the
* required quality in materiel, services, supplies and in the development, transmission,
* receipt, storage, retrieval and distribution of data necessary to provide a product of
* the required quality as required by the Federal Catalog Program. It consists of
* evaluating performance in accordance with prescribed standards.

* (3) Quality Assurance. A planned and systematic pattern of policy
* direction to provide adequate confidence that cataloging materiel, data, supplies and
* services conform to established technical requirements and achieve satisfactory per-
* formance. It includes developing and maintaining quality standards; measuring and
* comparing quality controlled performance to these standards; preparing and evaluating
* inspection reports and taking necessary action when standards or performance repeti-
* tively vary from the acceptable quality level.

* d. Procedures, specific application, standards and additional terms related
* to the Quality Assurance Program (QAP) are in the DIDS Procedures Manual.

* e. Basically, the QAP shall consist of three steps:

* (1) Step 1. Developing and maintaining Standards: Standards in the
* system consist of requirements rules, regulations, specifications for editing, standards,
* established goals of achievements, etc. Therefore, they shall be current, definite,
* precisely and concisely stated, coordinated and available in a form equally usable by
* all participants.

* (2) Step 2. Identifying conditions not in conformance with the
* standards: Rejects for each applied quality check shall be identified by a structured
* coding system to feed back statistical reports to pinpoint violations of the standards
* and to permit the third step (corrective action) of a QAP to be implemented.

* (3) Step 3. Action taken when performance to standards is not main-
* tained: Once visibility of cause of error is achieved, there are two methods of
* instituting corrective action; either correct the actions of the preparer at the source
* of error generation, or correct the standards when they are the source of error or
* cannot be met.

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f. Correcting errors determined by exercise of quality control is not **suffi-**
cient for efficient management. Correcting repetitive kinds of **errors** will produce a
good product but such action is wasteful. With proper feedback from quality control
under a quality **assurance** program, the basic **cause** for such kinds of errors-can be
determined and **will** be eliminated.

g. Responsibility les

(1) participants (including DLSC) shall:

(a) Provide **adequate** training.

(b) Perform **coordination** review of general application standards
developed by DLSC.

(c) **Develon**, maintain and utilize necessary standards not covered by
DLSC **general application s standards**.

(d) **Inspect** item identification input and out put data **against**
standard edits and appropriate **inspection** techniques to **achieve** the AQL and initiate
corrective action.

(e) Maintain auditable quality control inspection.

(f) Analyze standard quality inspection reports, **records** and com-
plaints and initiate appropriate action in accordance with subparagraph e(3) above.

(g) provide adequate resources to maintain a Quality Assurance
Program.

(h) A Quality Assurance Program will be employed in all areas of the
Federal Catalog System to support the overall objective.

(2) The DLSC, in addition to the preceding responsibilities shall:

(a) Develop, **maintain**, coordinate and furnish to the participating
activities **general application standards** reflecting the **policy** and procedures of the
Federal Catalog System for **development of applicable machine and/or manual edits**
required to achieve the required quality levels.

(b) Maintain surveillance on input to DLSC from other participants
sufficient to evaluate the **effectiveness** of the Quality Assurance Program and provide
data for **establishing** goals and required quality levels.

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* (3) Participants other than DLSC, in addition to responsibilities stated above, shall:

* (a) Evaluate DLSC standards to assure optimum quality inputs.

* (b) Coordinate with personnel in programs interfacing the Federal Catalog System in order to develop standards improving the quality of data flowing into the Federal Catalog System.

* (c) Exercise surveillance on output from DLSC for compliance with established standards.

*233.10 Quality Assurance of Item Intelligence File Data Records (File Compatibility)

* Selected DLSC Total Item Record (TIR) Item Intelligence File Data Records and the same data records from Integrated Material Managers (IMMs) (Level of Authority (LOA) 01, 02, 06, 15, 22 and 23) files and from the Defense Automatic Addressing System (DAAS) file will be compared on a routine predetermined scheduled basis to maintain identity of these data records in multiple locations.

* The comparisons will be made on a statistical sample lot basis every 120 days in such a manner that the entire range of items in the Federal Supply Groups and Classes (FSCs) will be checked at least once a year.

* The sample lot size will be a quantity of data elements per NIINs based on the total item population of the FSCs as of the cut-off date and in accordance with Table I of MilStd 105D.

* DLSC and participating activities shall alternate in a common random sample selection of NIINs in accordance with the population of each FSC scheduled for comparison.

* Media of input/output, acceptable levels, reports and procedures pertinent to file compatibility comparison check are in the DIDS "Procedures Manual.

* Maintenance of compatibility between the data elements of the DLSC TIR and the data elements and the master file of each of the designated participants is a joint responsibility of DLSC and the participants.

* Maintenance of compatibility between segments of each record in the IMMs master file and between records in its master file and satellite or dependent files is the responsibility of the IMM.